

1505 - NETWORK ADMINISTRATOR

NATURE OF WORK

This is advanced technical work in the design, development, and implementation of new telecommunication, network and microcomputer systems, communication and coordination with end users, analysts and technicians in defining system specifications to meet the needs of the user.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Sets up users with access to the computer systems with proper security.
- Solves problems relating to hardware: printers, PCs etc.
- Writes system and security related programs.
- Reviews system resources, performance and do maintenance.
- Debugs Applications\Software problems.
- Works with users to resolve problems.
- Installs new software and software upgrades.
- Tests software to determine its usefulness and integrity.
- Solves Hardware & Software System problems (hangs, crashes).
- Reviews security for problems.
- Makes recommendations on Hardware, Software and LAN/WAN integration.
- Recommends policies and procedures for systems and network access.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of C 4 HP3000 minicomputers running the MPE & MPE/IX operating systems with financial, land management, police systems.
- Considerable knowledge of PCs attached to a Novell network running Netware server software and network administration software.
- Considerable knowledge of DOS and Windows operating systems with word processing, spreadsheet, database and presentation software.
- Considerable knowledge of Communication equipment (modems, multiplexers) and printers, tape drives and other peripherals.
- Considerable experience configuring and maintaining LANs and WANs.
- Considerable knowledge on Windows 3.1/Windows 95 and Windows NT clients.
- Knowledge and experience installing Netware Servers.

MINIMUM REQUIREMENTS

Bachelor of Science degree in Computer Science or MIS or Mathematics or equivalent. Novell CNA (Certified Netware Administrator) required. Completion of CNE (Certified Netware Engineer) within six (6) months of appointment. Experience can substitute for education on year-for-year basis. Considerable full-time systems management, design and implementation of computer networks and operating systems, and

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computer security.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling,, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Supervision is received for achievement of desired results and conformance to departmental standards, and may provide assistance, as required.

SUPERVISION EXERCISED

May supervise other technical, paraprofessional, or clerical staff.

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